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# OTR's Guide for Training Officers

#### I. Foreword

A. OTR's Charter (Ref:

STATINTL

- B. Philosophy of training
- C. Position of the Training Officer in relation to the training goal and activities of the Agency
- D. Training Programs

### II. Contents

# III. The Training Officer

- A. Duties
- B. Records
- C. Meetings
- D. Relation to the Registrar Staff

## IV. Training Regulations and Notices

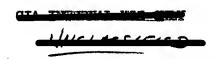
- A. Agency
- B. Internal OFR that pertain
- C. Notices that are pertinent to execution of Training Officer's functions

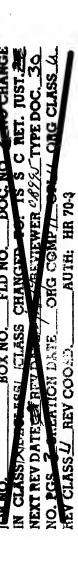
### V. Publications

- A. Types
  - 1. Informational
    - a. Catalog
    - b. Schedule
    - c. OTR Bulletin
    - d. Special Bulletin
  - 2. Substantive
  - 3. Dissemination
    - a. Keadquarters
    - b. Overseas
- B. Relation to Agency Publications Board

#### VI. Internal Courses

- A. Admissions
  - 1. Procedures
    - a. Submission of Form 73
    - b. General activity of Registration Section
  - 2. Prerequisites
    - a. Assignments
    - b. Tests





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- 3. Changes
  - a. Schedule
  - b. Withdrawals
- 4. Accreditation
  - a. Complete
  - b. Incomplete
- 5. Evaluations Procedures
- 6. Records
  - e. Machine Runs
    - (1) General
    - (2) Specific
  - b. Course Rosters
  - c. Course Schedules
- 7. Reports Required of OIR

### VII. External Courses

- A. Catalog collection
- B. Approved facilities
- C. Approved programs
  - 1. Approval
  - 2. Action
    - a. Travel
    - b. Cover
    - c. Records
    - d. Liaison
- E. Annual training requirements

### VIII. Component Training

- A. Responsibility of OTR
- B. Organization and Approval
- C. Availability to all Agency personnel
- D. Enrollment procedures
- E. Agency Training Record

### IX. Language Development Program

- A. Philosophy
- B. Regulatory Issuances
- C. Language courses
- D. Testing
- E. Awards Procedures in adjudication
- X. Glossery of Training Terminology: Words common to training programs and procedures
- XI. Samples of Forms
- XII. Catalog Text
- XIII. Schedule (Current)

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# XIV. Organization of OTR with Functions and Responsibilities of Principal Interest to Training Officers

A. Chart diagraming the Executive, Staffs, and Schools

The state of the state of the state of the state of

- B. Staffs
  - 1. Plans and Policy Staff
    - a. Functions
    - b. Instructional improvement, Instructor's Guide
  - 2. Registrar Staff
    - a. Branches
    - b. Functions
  - 3. Support Staff
    - a. Graphics: Functions; Training Aids
    - b. Film Production: General activity
      - (1) Available Films
      - (2) Participation of Agency personnel
  - 4. Assessment and Evaluation Staff: Branches
    - a. Functions
    - b. Testing: PETB, FLATB, CATB, CETB
    - c. Evaluations

### C. Schools

- 1. Intelligence School: Functions; Faculties; Location; Courses; General
- 2. School of International Communism and the U.S.S.R.: Functions; Faculties; Location; Courses; General
- Language and Area School: Functions; Location; Courses, including VLTP; General
- 4. Operations School
  - Headquarters: Functions; Faculties; Location;
    Courses: General
  - Base: Courses; Prerequisites to attendance;
    Briefing Security, Travel, Communication
  - c. Covert: General activity

### XV. Index

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